CA PMM

Project Name: OB 8 & 9 IT Infrastructure Project

OCIO Project #: 5180-152
Department: Social Services
Revision Date: 5/7/09

Status Report

Progress Report -- Team Member to Project Manager

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on	Yes			
2. Were any key milestones or deliverables	Yes			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally	Yes	Increase in tasks	Additional planning required	Incorporate into project plan
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or	Yes	No impact; milestones will be met in	None required.
2. Do any key milestones or deliverables need	Yes	No impact; milestones will be met in	None required.
3. Is there any unplanned work that needs to be	No		
4. Are there any expected or recommended	No		
5. Are there any tasks not originally estimated	Yes	Additional planning required	Incorporate into project plan &
6. Are there any tasks or milestones that	No		
7. Are there any scheduled tasks whose start	Yes	Move-in date and associated tasks	Incorporate new DGS building project
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:
Staff is working on server consolidation Plan for the out-stationed Sacramento area offices that will be moved to OB9. OB8 and OB9

Project Milestones:

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Procurement of HW and SW for OB9	10/31/09	6/1/10		adjusted to coincide with	
Installation of HW and SW at OB9	1/31/10	9/14/10		adjusted to coincide with	
Staff occupy OB 9	2/1/10	9/15/10		adjusted to coincide with	

Variances

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Adjust IT Infrastructure project plan to reflect new DGS building
Milestones			X	Adjust IT Infrastructure project milestones to reflect new DGS
Deliverables	X			
Resources	X			
OneTime Cost	X			
Continuing Cost	X			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones:					
Milestone	**Target Date**	**Forecast Date**	**Status**	**If Delayed, Impact to Implementation Date**	**Date Completed**
Procurement of HW and SW for OB9	10/31/09	6/1/10		adjusted to coincide with	
Installation of HW and SW at OB9	1/31/10	9/14/10		adjusted to coincide with	
Staff occupy OB 9	2/1/10	9/15/10		adjusted to coincide with	

Variances				
	On Plan <5%	**Caution 5-10%**	**Significant Variance >10%**	**Action Required**
Schedule			X	Adjust IT Infrastructure project plan to reflect new DGS building
Milestones			X	Adjust IT Infrastructure project milestones to reflect new DGS
Deliverables	X			
Resources	X			
One Time Cost	X			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	2
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**2**
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**2**
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	**0**
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	**0**
	Moderately Effective	1	
	Ineffective	2	
		Total	**6**

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale